

# Federal and State Compliance TSDS PEIMS UID/ET

Federal and State Compliance

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Student Information and Reporting Analyst

Federal and State Compliance - State Reporting Team

2022-2023



## Federal and State Compliance - State Reporting Team

| Extension    | Name                          | Title                                  |
|--------------|-------------------------------|--|
| <b>66759</b> | <b>Irma Hasnain</b>           | <b>State Reporting Senior Manager</b>  |
| <b>66767</b> | <b>Figueroa Torres, Nancy</b> | <b>Sr. Compliance Analyst (Staff)</b>  |
| 66765        | Fuentes, Rose                 | Sr. Student Info Rep.                  |
| <b>67414</b> | <b>Paschall, Gail</b>         | <b>Sr. Compliance Analyst, (PEIMS)</b> |
| 66776        | Garcia, Berta                 | Sr. Student Info Rep.                  |
| <b>66768</b> | <b>Tejada, Marina</b>         | <b>Sr. Compliance Analyst, (PEIMS)</b> |
| 66771        | Gamboa, Rose                  | Sr. Student Info Rep.                  |
| <b>66773</b> | <b>Guerrero, Sylvia</b>       | <b>Student Info and Report Analyst</b> |

# TSDS UNIQUE ID/ET *Enrollment Tracking*

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- A Unique ID is required for all students and staff members in order to load information into the Texas Student Data System (TSDS) Education Data Warehouse (EDW).
- For a student to acquire a TSDS Unique ID, the student must have a Social Security Number or State Alternate Number, the Federal Race and Ethnic code/s.
- In order to access the TSDS Unique Id system, you must electronically first set up a TEAL Account. [Here is the link to get access https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/) **Select on Don't have an account? Request New User Account.**
- Once TSDS Portal Account Access is established, log in to TEAL and select TSDS Portal. **Here is the link to TEAL: <https://pryor.tea.state.tx.us/>**
- **The instructions on acquiring TSDS Unique Search access is on the FSC Website under Request Access, here is the link <https://www.houstonisd.org/Page/175782>**

## **EDIT+ PID/PET INFORMATION (NO LONGER ACCESSIBLE)**

- The PET data has been migrated into the TSDS UID system, the years that migrated are 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018.
- EDIT+ PID/PET has not been accessible since January 31, 2019.

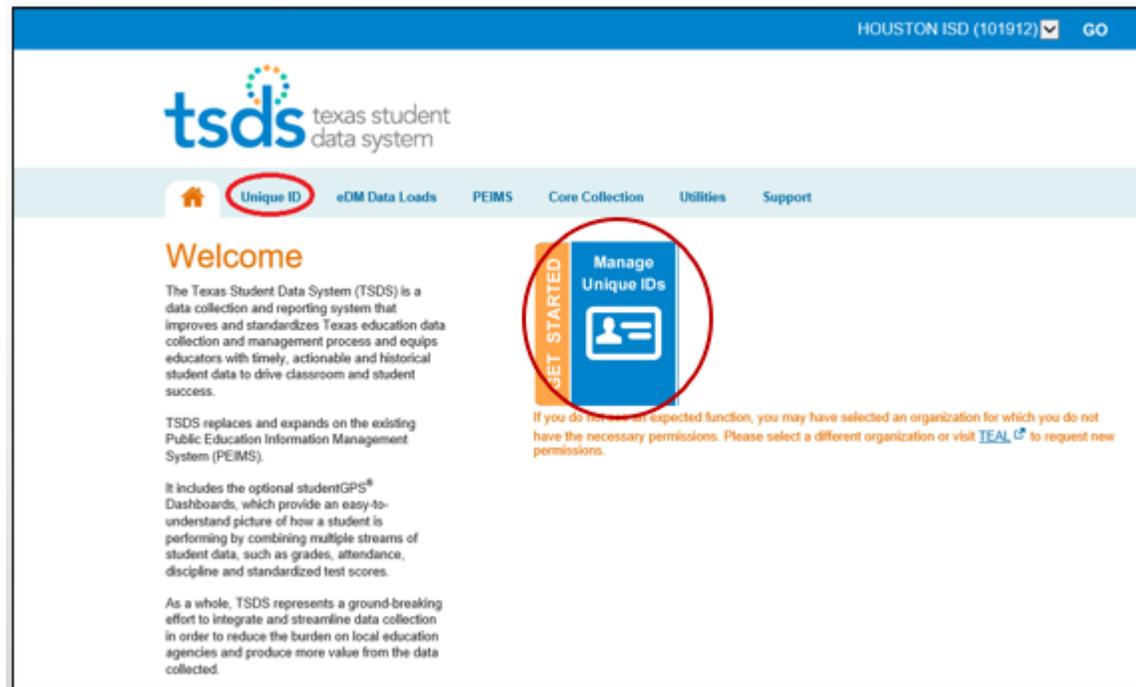
# APPLICATIONS – TEXAS STUDENT DATA SYSTEM PORTAL (TSDS)

After setting up your TEAL account with access to the TSDS Portal, click the Texas Student Data System Portal link, this will take you to the Unique ID searches page.

The screenshot displays the 'Texas Education Agency User and Access Management' interface. The top navigation bar includes the user name 'Welcome, Maria Aguilar', a 'Logout' button, and a 'Help' button. A left-hand 'Self-Service' menu lists various user management options. The main content area is titled 'Applications' and features a table of application links. The link for 'Texas Student Data System Portal' is circled in red. Below this link, the user's role is listed as '[Uniq-ID LEA, TIMS Level 1 Support, ECDS Data Approver, ODS Data Loader]'. A large blue 'X' is overlaid on the right side of the interface, partially obscuring the 'Refresh Links' button and other application details.

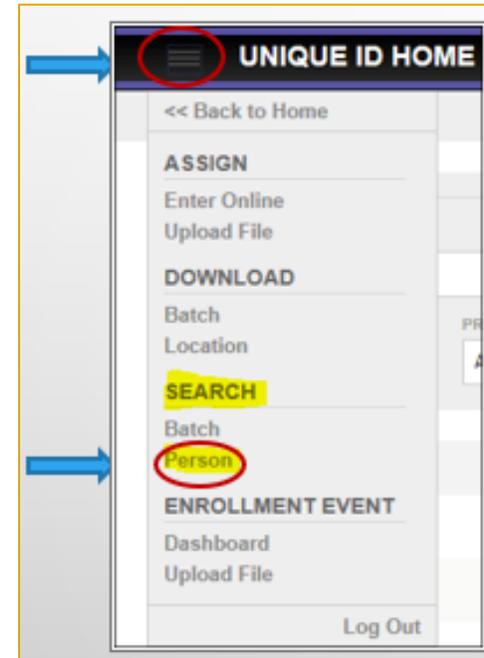
# TSDS Portal Page

The TSDS Portal page appears - select either: Unique ID Tab or the Manage Unique IDs icon



# Person Search

- Next to Unique ID Home, select the navigation bar  (hamburger button)
- In the menu you can search for a student by selecting **Person** under **Search**
- From here you can view the student's information



# Student Search Options

## Basic Search

- There are 3 options to perform a student search: Basic Search, Advanced Search and ID Search
- The Basic Search option allows you to search for a student using basic demographic information

Note: First Name and Last Name are required for both the Basic Search and Advanced Search. Wild card characters (e.g., \*, %, \_, ?) are not supported.

Person Search - Individual Person ?

**BASIC SEARCH** ADVANCED SEARCH ID SEARCH

First Name:\*

Middle Name:

Last Name:\*

Suffix:

Date Of Birth:  /  /

(\*) Required

CLEAR SEARCH

# Basic Search Results

- When one or more persons are found, the application displays the matching records in the Match Probability column. Select the student's name you are looking for; this will take you to the Master Record tab.

**BASIC SEARCH**   ADVANCED SEARCH   ID SEARCH

First Name:\*

Middle Name:

Last Name:\*

Suffix:

Date Of Birth:  /  /

\*) Required     

SEARCH RESULTS

| UNIQUE ID  | LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | DATE OF BIRTH | GENDER | LEA    | CAMPUS    | ETHNICITY INDICATOR | RACE(S)                          | SSN          | MATCH PROBABILITY |
|------------|-----------|------------|-------------|--------|---------------|--------|--------|-----------|---------------------|----------------------------------|--------------|-------------------|
| 9831389646 | Arias     | Elmer      | Antonio     |        | 04/09/2001    | MALE   | 101912 | 101912002 | Hispanic/Latino     | American Indian or Alaska Native | 628-<br>■■■■ | 97 [NEAR MATCH]   |
| 6344734418 | Arias     | Catherine  | E           |        | 09/26/2001    | FEMALE | 101903 | 101903001 | Hispanic/Latino     | White                            | 637-<br>■■■■ | 86                |

Stu Info: UID,  
Name, DOB,  
Campus...

# Advanced Search

- Advanced Search allows you to search for a person using all available fields

Note: First Name and Last Name are required for both the Basic Search and Advanced Search. Wild card characters (e.g., \*, %, \_, ?) are not supported

BASIC SEARCH **ADVANCED SEARCH** ID SEARCH

GENERAL INFORMATION LOCATION / ENROLLMENT INFORMATION

FIRST NAME \*  
MIDDLE NAME  
LAST NAME \*  
ALT LAST NAME  
SUFFIX  
GENDER  
DATE OF BIRTH mm / dd / yyyy  
ETHNICITY INDICATOR  
ETHNICITY/RACE  
RACE 2 CODE  
RACE 3 CODE  
RACE 4 CODE  
RACE 5 CODE  
SSN

PERSON TYPE  
GRADE LEVEL  
CAMPUS  
LEA  
RES DISTRICT  
SCHOOL YEAR  
LOCAL ID  
SOURCE SYSTEM

(\*) Required

CLEAR SEARCH

# ID Search

- ID Search allows you to search for persons by Unique ID, Social Security Number SSN or Alias ID (*district Local ID*)
- Enter search criteria. Pay special attention to required fields for the search type.
- Click Search

Note: The application searches against the *current information* for persons who have been assigned an ID. Searching for person's history information (e.g., previous school code) does not return results.

Person Search - Individual Person

BASIC SEARCH   ADVANCED SEARCH   **ID SEARCH**

ID:\*

ID Type:\*  Unique ID    SSN    Alias ID

Source:

(\*) Required

CLEAR   SEARCH

# Master Record Tab

- Master Record holds the student demographics and location/enrollment information.

**Elmer Antonio Arias** 9831389646

GENDER: **MALE** DATE OF BIRTH: 04/0 [REDACTED] LOCAL ID: 1392483 SSN: 628- [REDACTED] PERSON TYPES: **Student** LAST UPDATED: 09/07/2018 07:28 ID CREATED: 02/07/2013 05:23

**MASTER RECORD** HISTORY ASSOCIATED RETIRED ID'S ENROLLMENT ADD NOTE

| GENERAL INFORMATION |                                  | BATCH INFORMATION          |   |
|---------------------|----------------------------------|----------------------------|---|
| FIRST NAME          | Elmer                            | LAST BATCH #               | 20729933  |
| MIDDLE NAME         | Antonio                          | LAST UPDATED               | 09/07/2018 07:28  |
| LAST NAME           | Arias                            | UPDATE REFERENCE #         | <a href="#">86706834</a>  |
| ALT LAST NAME       |                                  | INPUT TYPE                 | File  |
| SUFFIX              |                                  | CREATED BY                 | Maria.Aguilar   |
| GENDER              | MALE                             | EMAIL ADDRESS - CREATED BY | maguil10@houstonisd.org   |
| DATE OF BIRTH       | 04/0 [REDACTED]                  | CREATED                    | 09/07/2018 07:28  |
| ETHNICITY INDICATOR | Hispanic/Latino                  | STATUS                     | Master Record Updated and History Created during Event Processing |
| ETHNICITY/RACE      | American Indian or Alaska Native | COMMENTS                   |   |
| RACE 2 CODE         |                                  |                            |   |
| RACE 3 CODE         |                                  |                            |   |
| RACE 4 CODE         |                                  |                            |   |
| RACE 5 CODE         |                                  |                            |   |
| SSN                 | 628- [REDACTED]                  |                            |   |
| UNIQUE ID           | 9831389646                       |                            |   |

| LOCATION / ENROLLMENT INFORMATION |                        |
|-----------------------------------|------------------------|
| PERSON TYPE                       | Student                |
| GRADE LEVEL                       | 12                     |
| CAMPUS                            | 101912002 BELLAIRE H S |
| LEA                               | 101912 HOUSTON ISD     |

Student Unique ID

# History Tab

- The historical enrollment and changed data can be found on the History tab.

Elmer Antonio Arias 9831389646

GENDER: MALE DATE OF BIRTH: 04/09/2001 LOCAL ID: 139 SSN: 628-7 PERSON TYPES: Student LAST UPDATED: 09/07/2018 07:28 ID CREATED: 02/07/2013 05:23

[MASTER RECORD](#) **HISTORY** [ASSOCIATED RETIRED IDs](#) [ENROLLMENT](#) [ADD NOTE](#)

| LAST UPDATED     | LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX | DATE OF BIRTH | GENDER | LEA    | CAMPUS                    | ETHNICITY INDICATOR | RACE(S)                          | SSN   |
|------------------|-----------|------------|-------------|--------|---------------|--------|--------|---------------------------|---------------------|----------------------------------|-------|
| 09/29/2017 08:28 | Arias     | Elmer      | Antonio     |        | 04/09/2001    | MALE   | 101912 | <a href="#">101912002</a> | Hispanic/Latino     | American Indian or Alaska Native | 628-7 |
| 09/13/2016 13:32 | Arias     | Elmer      | Antonio     |        | 04/09/2001    | MALE   | 101912 | <a href="#">101912002</a> | Hispanic/Latino     | American Indian or Alaska Native | 628-7 |
| 09/17/2015 03:09 | Arias     | Elmer      | Antonio     |        | 04/09/2001    | MALE   | 101912 | <a href="#">101912002</a> | Hispanic/Latino     | American Indian or Alaska Native | 628-  |
| 10/30/2014 20:06 | Arias     | Elmer      | Antonio     |        | 04/09/2001    | MALE   | 101912 | <a href="#">101912337</a> | Hispanic/Latino     | American Indian or Alaska Native | 628-  |
| 03/22/2013 22:21 | Arias     | Elmer      | Antonio     |        | 04/09/2001    | MALE   | 101912 | <a href="#">101912337</a> | Hispanic/Latino     | American Indian or Alaska Native | 628-  |
| 02/07/2013 05:23 | ARIAS     | ELMER      | ANTONIO     |        | 04/09/2001    | MALE   | 101912 | <a href="#">101912337</a> | Hispanic/Latino     | American Indian or Alaska Native | 628-  |

# Enrollment Tab

- The Enrollment Tab provides the student Entry and Exit information.
- Campuses do not have edit capabilities and will need to contact their SSIR at FSC to add/delete enrollment entries, or enter exception reasons (Calendar, Verify) to a student's enrollment screen.

**Elmer Antonio Arias** 9831389646  
GENDER: MALE DATE OF BIRTH: 04/0 LOCAL ID: 1392 SSN: 628 PERSON TYPES: Student LAST UPDATED: 09/07/2018 07:28 ID CREATED: 02/07/2013 05:23

[MASTER RECORD](#) [HISTORY](#) [ASSOCIATED RETIRED IDs](#) **ENROLLMENT** [ADD NOTE](#)

FILTER

LEA: All LEAs PERSON TYPE: All SCHOOL YEAR: 2019 SORT: Entry/Exit Date Desc [FILTER RESULTS](#)

| LAST UPDATED | LEA    | CAMPUS                    | PERSON TYPE | GRADE LEVEL | SCHOOL YEAR | ENROLL/WITHDRAW DATE | ENROLL/WITHDRAW TYPE | LOCAL ID | SOURCE | ENROLL/WITHDRAW FLAG | EMAIL             |
|--------------|--------|---------------------------|-------------|-------------|-------------|----------------------|----------------------|----------|--------|----------------------|-------------------|
| 09/07/2018   | 101912 | <a href="#">101912002</a> | Student     | 12          | 2019        | 08/20/2018           | Entry                | 1392     | SIS    |                      | <a href="#">✉</a> |

Displaying 1 - 1 of 1 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

*In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.*

[BACK TO SEARCH RESULTS](#) [EDIT ENROLLMENT](#) [ADD ENROLLMENT](#)

# Email Functionality

- Email capability will be available to assist with enrollment event resolution (Duplicate Enrollment).
- Campuses can utilize this email function to contact other districts or campuses.
- *If campuses are sending student documents, they need to be encrypted to abide by the FERPA (Family Educational Rights and Privacy Act) laws.*

The screenshot displays a student record for Elmer Antonio Arias. At the top, the student's name is shown along with personal details: GENDER: MALE, DATE OF BIRTH: 04/0, LOCAL ID: 1392, SSN: 628, PERSON TYPES: Student, LAST UPDATED: 09/07/2018 07:28, and ID CREATED: 02/07/2013 05:23. A navigation bar includes links for MASTER RECORD, HISTORY, ASSOCIATED RETIRED IDs, and ENROLLMENT (highlighted in yellow), along with an ADD NOTE button. Below this is a filter section with dropdown menus for LEA (All LEAs), PERSON TYPE (All), SCHOOL YEAR (2019), and SORT (Entry/Exit Date Desc), accompanied by a FILTER RESULTS button. The main data table has columns for LAST UPDATED, LEA, CAMPUS, PERSON TYPE, GRADE LEVEL, SCHOOL YEAR, ENROLL/WITHDRAW DATE, ENROLL/WITHDRAW TYPE, LOCAL ID, SOURCE, ENROLL/WITHDRAW FLAG, and EMAIL. A single row of data is visible, with the ENROLL/WITHDRAW DATE (08/20/2018) and ENROLL/WITHDRAW TYPE (Entry) highlighted in yellow. The EMAIL column contains an email icon, which is circled in red. At the bottom, there are navigation links (BACK TO SEARCH RESULTS, EDIT ENROLLMENT, ADD ENROLLMENT) and a note: "In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited."

| LAST UPDATED | LEA    | CAMPUS    | PERSON TYPE | GRADE LEVEL | SCHOOL YEAR | ENROLL/WITHDRAW DATE | ENROLL/WITHDRAW TYPE | LOCAL ID | SOURCE | ENROLL/WITHDRAW FLAG | EMAIL |
|--------------|--------|-----------|-------------|-------------|-------------|----------------------|----------------------|----------|--------|----------------------|-------|
| 09/07/2018   | 101912 | 101912002 | Student     | 12          | 2019        | 08/20/2018           | Entry                | 1392     | SIS    |                      |       |

# Sample Email

- Email will show the users' district email (not TEA's PGP), the example below is a discrepancy between Houston ISD and Pasadena ISD.
- Campus - Add your campus code (campus number) and event.
- Campus can also compose the email according to the request.

|      |         |   |
|------|---------|---|
| Send | From    | IHASNAIN@houstonisd.org                                       |
|      | To      | peims@pasadenaisd.org   |
|      | Cc      |   |
|      | Subject | Notice of Enrollment for UID 9378151817, old campus 101917007 |

This is a notification that the student identified below has been enrolled at campus [Add your campus code here] with an enrollment event date of 08/21/2017 and is still shown as being enrolled at your campus 101917007. Please enter a [Add your event here] event in the Unique-ID system for this student.

Student Unique ID Number: 9378151817

Also verify the identification information for the Unique ID listed above matches the information you have in your Student Information System record for this student and make any changes to your system to match in order to avoid a UID discrepancy during your LEA's PEIMS data submission. If you have any questions, please respond to ihasnain@houstonisd.org

Thank You,  
Irma hasnain

# TSDS PEIMS Statement of Unique ID Student Discrepancy Report

- Report is available during PEIMS submissions, campuses do not have the access to run this report, the FSC department will email to the campus.
- These errors occur when the student's demographics on PowerSchool SIS and the TSDS Student UID do not match (*both must match*).
- When documents are requested for a student, it is imperative that campuses submit copies of supporting documentation and include the discrepancy report.

When emailing student documents, please encrypt to abide by the FERPA (Family Educational Rights and Privacy Act) laws.

| Texas Education Agency<br>PDM3-600-002<br>v19.3.1<br>*** CONFIDENTIAL *** |                  | TSDS PEIMS STATEMENT OF UNIQUE ID STUDENT DISCREPANCIES<br>Campus-level Data   Student Demographic Discrepancies<br>Campuses: ALL<br>2018 - 2019 Summer Collection, First Submission: Preliminary |             |            |          |            |     |     |                    |               |       | Wednesday 05/29/2019 12:57 PM<br>Page 31 of 2,672 |                        |        |
|---|------------------|---|-------------|------------|----------|------------|-----|-----|--------------------|---------------|-------|---|------------------------|--------|
| LEA ID  | Last Name        | First Name  | Middle Name | Unique ID  | Local ID | Student ID | Gen | Sex | Ethnicity/<br>Race | Date of Birth | Grade | Previous Campus                                   | Last Update<br>Dt/Camp | Source |
| 101912  | GALLEGO GIL      | JUAN  | CAMILO      | 1626557632 | 1871657  | XXXXX8914  | NA  | M   | H,W                | 01/19/2004    | 09    |   | 101912                 | DST    |
| 101912  | GALLEGO GIL      | JUAN  | CAMILO      | 1626557632 | 1871657  | XXXXX0979  | NA  | M   | H,W                | 01/19/2004    | 09    |   |                        | UID    |
| ***W9100046 - Major DEMOG did not match.                                  |                  |   |             |            |          |            |     |     |                    |               |       |   |                        |        |
| 101912  | ENDO             | JOSHUA  | ICHIRO      | 2637379928 | 1619129  | XXXXX9716  | NA  | M   | A                  | 03/16/2004    | 09    |   | 101912                 | DST    |
| 101912  | ENDO             | JOSHUA  | ICHIRO      | 2637379928 | 1619129  | XXXXX7735  | NA  | M   | A                  | 03/16/2004    | 09    |   |                        | UID    |
| ***W9100046 - Major DEMOG did not match.                                  |                  |   |             |            |          |            |     |     |                    |               |       |   |                        |        |
| 101912  | PEDROZA          | ESTEFANY  | NA          | 6613864323 | 2009951  | XXXXX2042  | NA  | F   | H,W                | 03/03/2003    | 09    |   | 101912                 | DST    |
| 101912  | PEDROZA MARTINEZ | ESTEFANY  | NA          | 6613864323 | 2009951  | XXXXX2042  | NA  | F   | H,W                | 03/03/2003    | 09    |   |                        | UID    |
| ***W9100014 - SSN matched but not demog.                                  |                  |   |             |            |          |            |     |     |                    |               |       |   |                        |        |

# Report Heading

- **Yellow highlight: Right side**
- *Upper right* hand reflects the **day, date, and time the report** was generated and right *underneath the page number* of the *total pages* are reflected. **Please be advised**, the page numbers *will not* reflect page 1 - page 10. This is the page numbers shown is *all the district's total pages*. Your page may start at 1543 and end at 1555. We are parsing the total report by campuses.
- **Yellow highlight: Left side**
- *Upper left* hand reflects the **LEA: 101912** which is HISD's district and *underneath is the campus number and campus name*. The **grade level** is also reflected for that particular page.
- **Yellow highlight: Middle section**
- **Name of Report and Collection/Submission**

# Column Headings

| LEA ID | Last Name       | First Name | Middle Name | Unique ID | Local ID  | Student ID | Gen | Sex | Ethnicity/<br>Race | Date of<br>Birth | Grade | Source |
|--------|-----------------|------------|-------------|-----------|-----------|------------|-----|-----|--------------------|------------------|-------|--------|
| 101912 | VILLATORO LOPEZ | *****      | *****       | *****     | *****     | XXXXX5697  |     | M   | H,W                | 09/07/2006       | 09    | DST    |
| 227820 | VILLATORO       | *****      | *****       | *****     | 260005344 | XXXXX5697  |     | M   | H,W                | 09/07/2006       | 09    | UID    |

- **Asterisks (\*) \*\*\*\*\*** - Indicates the column(s) where the discrepancy aka error lies

| Column Name    | Description  | Comment   |
|----------------|--|---|
| LEA ID         | Local Education Agency   | HISD - 101912   |
| Last Name      | Self-explanatory   | Self-explanatory  |
| First Name     | Self-explanatory   | Self-explanatory  |
| Middle Name    | Self-explanatory   | Self-explanatory - <b>Minor demographic error;</b> however, it helps narrow down the correct student. Example: John Garcia (common name)                          |
| Unique ID      | Unique Identifier aka UID  | 10-digit number   |
| Local ID       | 7-digit local ID# in HISD Connect aka Powerschool  | HISD's local ID# (7 digits)   |
| Student ID     | SSN or Alternate number  | <b>SSN:</b> 9 numeric digits (nnnnnnnnn)<br><b>Alternate number:</b> 9 alphanumeric digits " <b>Capital S</b> " followed by 8 numeric digits ( <b>S</b> nnnnnnnn) |
| Gen            | Generation code  | Jr, Sr, II, III, IV, V, VI, VII, VIII, IX, X  |
| Sex            | Gender   | Male or Female  |
| Ethnicity/Race | <b>Ethnicity:</b> Subgroup made up of people who share a common cultural background or descent<br><b>Race:</b> A person's self-identification with one or more social groups | <b>Ethnicity:</b> Hispanic or Non-Hispanic<br><b>Race:</b> American Indian or Alaskan Native; Asian; Black: Native Hawaiian/Pac Islander; White                   |
| Date of Birth  | Self-explanatory   | <b>FYI - Latin and Asian</b> countries day and month are <b>transposed. dd/mm/yyyy</b>  |
| Grade          | Grade Level  | EE-12   |
| Source         | Place it is located  | <b>DST:</b> (District-HISD Connect aka PowerSchool)<br><b>UID:</b> (TSDS-TX Student Data System Portal)   |

# RACE

## Golden rule

**Race:** One race *must be selected*. If you do not select one a UID# *will not be generated*.

**Ethnicity:** We are supposedly using the original ethnicity/race when the student first enrolled in a Texas public school; however, parents sometimes change them every year. **Match** PowerSchool to what is in TSDS if you wish, **or** you can forward the ethnicity form or copy of the enrollment card the parent provided **only** if the student is **currently** in our district. If the student **is not** in our district, **do not** send it to us because we are **no longer** able to make changes.

Federal Ethnicity and Race

Ethnicity  Yes  No Is the student Hispanic or Latino?

Race What is the student's race?

(1) American Indian or Alaskan Native  (2) Asian  (3) Black or African American  (4) Native Hawaiian / Other Pac Islander  (5) White

Scheduling/Reporting Ethnicity (H) Hispanic (H) ▼

# PREFERRED ROW VS OVERRIDE

Miranda Lily

Demographics | Contacts | Email | Other Info | Alerts | Transportation | CCR Setup

|                                   |         |      |             |
|-----------------------------------|---------|------|-------------|
| Name (Last, First Middle)         | Miranda | Lily |             |
| Override (Last, First Middle Gen) | Miranda | Luke | Select Code |

Copy from Student's Name

**1st row** - Preferred Name  
**2nd row** - Generation Code – This is the *only location (row)* where the generation code is entered using the drop-down box.  
Override (Last, First Middle Gen) Row - Information on this row is *uploaded to TSDS*  
**Please note:** If 2nd row is **blank**, whatever is on 1st row will **automatically** goes up to TSDS

| LEA ID | Last Name        | First Name | Middle Name | Unique ID  | Local ID   | Student ID | Gen   | Sex | Ethnicity/<br>Race | Date of<br>Birth | Grade | Source |
|--------|------------------|------------|-------------|------------|------------|------------|-------|-----|--------------------|------------------|-------|--------|
| 101912 | SORO             | [REDACTED] | NA          | [REDACTED] | [REDACTED] | XXXXX4667  | 1     | M   | B                  | 12/23/2008       | 08    | DST    |
| 101912 | SORO JR<br>***** | [REDACTED] | NA          | [REDACTED] | [REDACTED] | XXXXX4667  | ***** | M   | B                  | 12/23/2008       | 08    | UID    |

- On the Statement of Discrepancies report, the “**GEN**” column would reflect Jr, Sr, II, III, IV **only if** you used the **drop-down box** in HISD Connect aka PowerSchool. If you see **Jr** behind the last name in the report that indicates Jr. was entered behind the last name in PowerSchool, which is **incorrect**. The **only place** you can enter a generation code is on the 2<sup>nd</sup> row in PowerSchool.

## GENERATION CODE

Soro, Issouf 8 2142398 Fondren MS

Demographics Contacts Email Other Info Alerts Transportation CCR Setup

Name (Last, First Middle) Soro Jr, Issouf

Override (Last, First Middle Gen)    Select Code v

Copy from Student's Name

| Generation Code | Report Code |
|-----------------|-------------|
| Jr              | 1           |
| Sr              | 2           |
| II              | 3           |
| III             | 4           |
| IV              | 5           |
| V               | 6           |
| VI              | 7           |
| VII             | 8           |
| VIII            | 9           |
| IX              | 10          |
| X               | 11          |

# REPORT CODES ON THE STATEMENT OF DISCREPANCY REPORT

# STUDENT DEMOGRAPHIC CORRECTIONS

- The Student Demographic Change Form is used when a correction or a change is required on the student’s demographic/s.
- Fill out the form and email copies of supporting documentation to the State Reporting to Rose Fuentes, Berta Garcia, or Rose Gamboa.
- *Reminder, when sending student documents, please encrypt to abide by the FERPA (Family Educational Rights and Privacy Act) laws.*
- *This form is available on the Federal and State Compliance site, click on this link:*  
<https://www.houstonisd.org/Page/175782>
  - TRAINING > *Student Demographics Change Form (2022-2023)*

Houston ISD – Federal & State Compliance  
Student Demographic Change Form

Use this form only when the student’s demographic information on PowerSchool does not match the TSDS or you have made a change on PowerSchool and need to update TSDS.

| Student Information on PowerSchool |           |
|------------------------------------|-----------|
| Student Name:                      |           |
| Student ID:                        |           |
| Clerk/From:                        |           |
| School Name:                       | School #: |
| Phone:                             | Date:     |

Fill in the student information below, enter only the corrections/changes needed.

|                    | Enter <u>incorrect</u> information in this column |  | Enter <u>correct</u> information in this column | Office Use Only |
|--------------------|---|--|---|-----------------|
| First Name:        |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Middle Name:       |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Last Name:         |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Generation:        |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Birth Date:        |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Gender:            |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Federal Ethnicity: |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Federal Race:      |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| Social Security:   |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |
| State Alt-ID:      |   | <input type="checkbox"/> Change to<br><input type="checkbox"/> Add |   |                 |

|  |   |
|--|---|
| School made the change/s on PowerSchool: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|--|---|

Comments: \_\_\_\_\_

\*Campuses are responsible for making changes on PowerSchool, fill out this form, and send copies of supporting documentation (example: Birth Certificate, Social Security Card...) for TSDS to be updated. All documents should be legible, scanned, emailed, and password protected.

**Send documentation to the State Reporting SIRs**  
**Direct Department Line:** 713-556-6753  
**FAX:** 713-556-6783

# Presumed Duplicate Student Report (UID0-000-001)

- Campuses do not have the access to run Enrollment Reports at this time.
- TSDS UID Presumed Duplicate Student Report for Enrollment will be emailed from our office.

| Report # ↑   | Report Name                                      |
|--------------|--|
| UID0-000-001 | Presumed Duplicate Student Report For Enrollment |

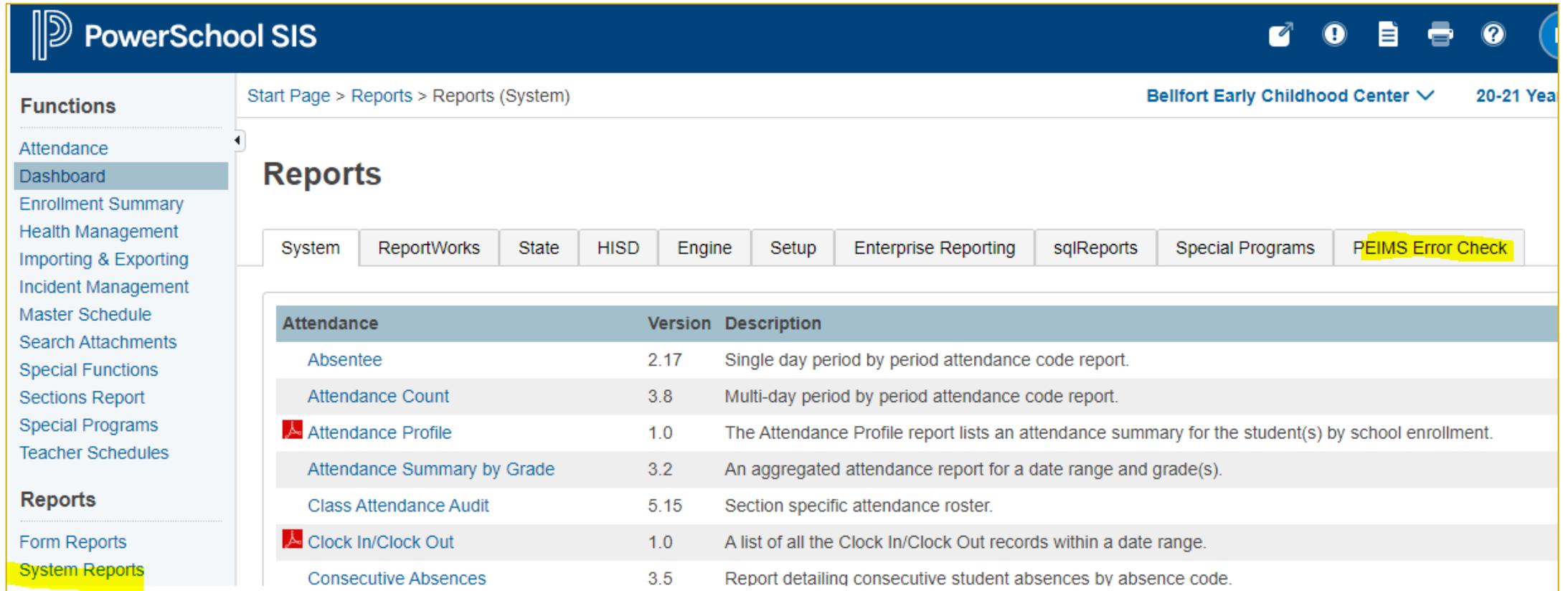
The Enroll/Withdraw Type codes of 01 & 02 indicate **Enrolled (Entry): 01** and the **Withdrawn (Exit): 02**

| Texas Education Agency           |                | TSDS UID PRESUMED DUPLICATE STUDENT REPORT FOR ENROLLMENT |            |               |                        |                       | Thursday 05/10/2018 11:12 AM |                      |                          |
|----------------------------------|----------------|---|------------|---------------|------------------------|-----------------------|------------------------------|----------------------|--------------------------|
| UID0-000-001                     |                | LEA-level Data  |            |               |                        |                       | Page 11 of 298               |                      |                          |
| v18.0.2                          |                | Campuses: All   |            |               |                        |                       |                              |                      |                          |
| *** CONFIDENTIAL ***             |                | 2017 - 2018 School Year                                   |            |               |                        |                       |                              |                      |                          |
| LEA: 101912 - HOUSTON ISD        |                |   |            |               |                        |                       |                              |                      |                          |
| Campus: 1019120 - [REDACTED] H S |                |   |            |               |                        |                       |                              |                      |                          |
| Student Name                     | Unique ID      | Local ID  | Student ID | Date of Birth | LEA ID                 | Campus ID             | Verified Flag                | Enroll/Withdraw Type | Enroll/Withdraw Date     |
| Hernandez, [REDACTED]            | 5648[REDACTED] | 134[REDACTED]   | XXXXX2386  | 01/22/2000    | 101912 - HOUSTON ISD   | 01[REDACTED] H S      |                              | 01                   | 04/19/2018               |
|                                  |                | 0733741   |            |               | 079907 - FORT BEND ISD | 002 - WILLOWRIDGE H S |                              | 01<br>02             | 10/24/2017<br>10/13/2017 |

# HISD Connect (PowerSchool) Reports

The PEIMS Error Check reports will help identify the students missing any demographics, check regularly.

- Logon to HISD Connect (PS) > System Reports > PEIMS Error Check



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo and several utility icons. The breadcrumb trail indicates the user is in the 'Reports (System)' section. The left sidebar lists various functions, with 'System Reports' highlighted. The main content area shows a list of reports under the 'Attendance' category. The 'PEIMS Error Check' report is highlighted in the navigation menu.

| Attendance   | Version | Description  |
|--|---------|--|
| Absentee   | 2.17    | Single day period by period attendance code report.  |
| Attendance Count   | 3.8     | Multi-day period by period attendance code report.   |
|  Attendance Profile | 1.0     | The Attendance Profile report lists an attendance summary for the student(s) by school enrollment. |
| Attendance Summary by Grade  | 3.2     | An aggregated attendance report for a date range and grade(s).                                     |
| Class Attendance Audit   | 5.15    | Section specific attendance roster.  |
|  Clock In/Clock Out | 1.0     | A list of all the Clock In/Clock Out records within a date range.                                  |
| Consecutive Absences   | 3.5     | Report detailing consecutive student absences by absence code.                                     |

# HISD Connect (PowerSchool) Reports

## PEIMS Error Check > Student Demographics

- Check frequently for missing data.
- Click on each dropdown
- If data is missing, students will appear, click on the pencil icon to enter data.
- Check all reports on this Student Demographics page.
- These demographics are required elements for PEIMS reporting, they will cause fatal errors if missing.

The screenshot displays the 'PEIMS Error Check' interface. At the top, there are navigation tabs: 'Student Demographics' (highlighted), 'Student PEIMS', 'Student ADA', 'Student FTE', and 'Staff Information'. Below the tabs, a list of error categories is shown with expandable dropdowns. The 'Missing or Invalid SSN' category is expanded, revealing a table of students with missing or invalid Social Security Numbers. Each row includes the student's name and SSN, and a pencil icon for editing. The first row is circled in blue. Other error categories listed include 'Missing or Invalid Unique ID', 'Missing Date of Birth', 'Missing Hispanic/Latino Code', 'Missing Race Code', 'Duplicate Race Code', and 'Marked as Exclude from State Reporting'.

| Missing SSN - Coleman, Trae'sean (2125770)         | [Pencil Icon] |
|--|---------------|
| Missing SSN - Henry, danielle (2125764)            | [Pencil Icon] |
| Missing SSN - Lee-Carter, Story Mackenzi (2125465) | [Pencil Icon] |
| Missing SSN - Morris, Carlton Lavon (2125767)      | [Pencil Icon] |

# Trainings, Labs & Questions

- Training: TSDS Student Unique ID & ET (Enrollment Tracking) coming soon
- Labs: TSDS Student UID/ET

| Start Date/Time | End Date/Time   | Item           | Class ID | Title                    |
|-----------------|-----------------|----------------|----------|--------------------------|
| 2/22/2023 8:30  | 2/22/2023 10:00 | COURSE 1481088 | 1857017  | FC_ PK-12 PEIMS Open Lab |
| 2/22/2023 10:30 | 2/22/2023 12:00 | COURSE 1481088 | 1857018  | FC_ PK-12 PEIMS Open Lab |
| 2/22/2023 13:30 | 2/22/2023 15:00 | COURSE 1481088 | 1857019  | FC_ PK-12 PEIMS Open Lab |
| 2/28/2023 8:30  | 2/28/2023 10:00 | COURSE 1481088 | 1857020  | FC_ PK-12 PEIMS Open Lab |
| 2/28/2023 10:30 | 2/28/2023 12:00 | COURSE 1481088 | 1857021  | FC_ PK-12 PEIMS Open Lab |
| 2/28/2023 13:30 | 2/28/2023 15:00 | COURSE 1481088 | 1857022  | FC_ PK-12 PEIMS Open Lab |
| 3/8/2023 8:30   | 3/8/2023 10:00  | COURSE 1481088 | 1857023  | FC_ PK-12 PEIMS Open Lab |
| 3/8/2023 10:30  | 3/8/2023 12:00  | COURSE 1481088 | 1857024  | FC_ PK-12 PEIMS Open Lab |
| 3/8/2023 13:30  | 3/8/2023 15:00  | COURSE 1481088 | 1857025  | FC_ PK-12 PEIMS Open Lab |
| 3/22/2023 8:30  | 3/22/2023 10:00 | COURSE 1481088 | 1857064  | FC_ PK-12 PEIMS Open Lab |
| 3/22/2023 10:30 | 3/22/2023 12:00 | COURSE 1481088 | 1857065  | FC_ PK-12 PEIMS Open Lab |
| 3/22/2023 13:30 | 3/22/2023 15:00 | COURSE 1481088 | 1857066  | FC_ PK-12 PEIMS Open Lab |

- If you have any questions or concerns, please contact your State Reporting SSIRs: Rose Fuentes, Berta Garcia, Rose Gamboa or Sylvia Guerrero, Student Information and Reporting Analyst.

# TSDS PEIMS Student UID Cheat Sheet

## TSDS PEIMS Student UID Cheat Sheet

This Student UID Cheat Sheet is available on the FSC website:

<https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/8334/PEIMS%20TSDS%20STUDENT%20UID%20CHEAT%20SHEET.pdf>

- **Always**, search the TSDS Student UID first when enrolling a student, regardless of their enrollment status.
- **Always**, thoroughly review & verify the student's documents before making changes or enrolling them.
- Scanning and emailing documents
  - ✓ When sending documents make sure they are legible and not altered in any form.
  - ✓ Encrypt emails to abide by FERPA laws.
- Social Security or State Alternate ID
  - ✓ Check TSDS or the student's previous campus/district records before assigning a State Alternate ID.
  - ✓ If a student has the SSN on TSDS or on his/her previous school records, enter this SSN number on PowerSchool/HISD Connect.
  - ✓ If student does not have a Social Security Card assign a State Alt-ID after exhausted all other options.
- U.S.A. Birth Certificates
  - ✓ Enter name exactly as shown on the BC
  - ✓ For a legal change, the campus must obtain court documents on file (include the last page with Judge's signature & the court seal) or a copy of the amended birth certificate.
- Generation Codes
  - ✓ To enter the generation code, select code from the drop-down arrow.
  - ✓ If the birth certificate shows the JR/SR/III... after student's last name, select the Generation Code from the drop-down arrow.
  - ✓ If the birth certificate shows the JR in the Middle Name section, add it as a Middle Name.
- Foreign Birth Certificates
  - ✓ "Double" last names on the birth certificate are entered exactly as shown on the foreign birth certificate.

PEIMS – Public Education Information Management System  
TSDS – Texas Student Data System  
TEAL – TEA Login  
Student UID – Student Unique Identifier  
ET – Enrollment Tracking

**Any Questions contact:**  
Rose Fuentes 713-556-6767  
Berta Garcia 713-556-6776  
Rose Gamboa 713-556-6771  
Fax 713-556-6783

- Periods and Tildes ~ on Student's Birth Certificate
  - ✓ Periods and tildes are not allowed to be entered on PowerSchool.
- Apostrophes, Accents, Hyphens, Numbers, and Spaces on Birth Certificates are allowed
  - ✓ Enter if they are present on the birth certificate.
- Ethnicity/Race
  - ✓ Are required elements.
- Middle Name
  - ✓ If there is a middle name on the birth certificate, enter exactly as indicated on the BC.
- Back-up Person
  - ✓ Each data clerk should have a reliable back-up.
- OnDataSuite (ODS)
  - ✓ Utilize ODS to search for campus data.
- PowerSchool SIS – PEIMS Error Check
  - ✓ Check for student demographic discrepancies
  - ✓ Location: PS > State Reports > PEIMS Error Check
  - ✓ Clear any missing/incorrect data
- TSDS TEAL- Access
  - ✓ Open link <https://tealprod.tea.state.tx.us/>
  - ✓ Select link & fill out form electronically: **Don't have an account? Request New User Account**
- TSDS- Student Unique ID- Access
  - ✓ Need access to view students on TSDS
  - ✓ Open this link to get instructions > Request Access: <https://www.houstonisd.org/Page/175782>
- **Loss of Funding**
  - ✓ It is very important to correct errors that arise, if not they may become PEIMS PID errors that count against the schools for funding.

# Thank you for Attending!

Sylvia Guerrero  
Student Info and Report Analyst  
2022-2023

